



City of Rochester  
Civil Service

# Exam Announcement

Municipal Civil Service Commission, Room 103A City Hall, Rochester, New York 14614  
The City of Rochester is an Equal Opportunity Employer  
Candidates must record Examination number and Title on the Application

Job Title : SUPERINTENDENT OF WATER PLANT MAINTENANCE NON-REFUNDABLE \$15.00  
Exam No. : OC-63107 APPLICATION FEE MUST BE PAID  
Salary Range : \$59,667 - \$78,673 BY 5:00 PM AUGUST 7, 2015

There is no residency requirement for participation in examinations. For all new hires to the City of Rochester, residency in the City of Rochester at the time of appointment for part time, or within one year from appointment for full time, is a requirement per the Residency Requirement Administrative Policy, except for positions specifically exempt under State law or cooperatively governed with Monroe County. Continuous residency is required throughout employment. Copies of the City Residency Requirement Policy are available in the Department of Human Resource Management, 30 Church Street, Rm 103A, Rochester, NY 14614, (585) 428-7115, [HR@cityofrochester.gov](mailto:HR@cityofrochester.gov).

**MINIMUM QUALIFICATIONS:** High school diploma\*\* or Equivalent\*\* **AND:**

- I. Four (4) years of experience with instrumentation and process control in a water treatment facility, including monitoring and adjustment of instrumentation, controls, and mechanical, electrical, and communications equipment used in water treatment and distribution systems; **OR**
- II. An Associate's degree\*\* in Electronics or Electrical, Mechanical, or Civil Engineering, AND two (2) years of experience as described in I; **OR**
- III. Successful completion of the N.Y.S. approved certificate program in Industrial Instrumentation AND two (2) years of experience as defined in I.

**PLUS**

One (1) year of supervisory experience which may be in addition to or concurrent with the experience as defined in I. Above

**SPECIAL REQUIREMENT:**

N.Y.S. Class D Operator's license at time of appointment.

\*\*Candidates who expect to receive this degree or diploma by August 1, 2016, may participate in the examination. If successful on the examination, you will not be certified for appointment until you have submitted proof of completion of the requirements to the City of Rochester Examination Administration unit. Proof must be submitted no later than 2 (two) months after the completion of your degree or diploma; failure to do so will result in removal of your name from this list.

**DESCRIPTION OF DUTIES:** This is a technical management position involving responsibility for the maintenance and repair of electrical, mechanical, and automated systems and equipment as well as the buildings and grounds associated with water filtration and treatment. This employee is also responsible for the maintenance of the pumping stations in the water distribution system, and treatment related facilities at three reservoirs. Supervision is exercised over the plant maintenance staff, which includes technical and skilled trades workers. This employee works under the directions of the Manager and Assistant Manager of Water Production. Related work is performed as required.

**TYPICAL WORK ACTIVITIES:**

Manages the preventive maintenance and repair program for electrical, mechanical, communications, security and automated systems and equipment associated with water supply control, including water filtration and treatment;  
Supervises building maintenance and custodial operations for the treatment plant;  
Plans and implements maintenance schedules for equipment and facilities using a personal computer and appropriate software and database;  
Directs and assists employees in the more complex maintenance and repair procedures;  
Co-ordinates plant maintenance activities with the water treatment unit to avoid treatment interruptions and minimize operational problems;  
Recommends and implements cost-efficiency improvements to the system and its equipment, based on evaluation of operational data;  
Writes specifications for equipment and supplies and prepares appropriate purchasing documents;  
Assigns work and controls workflow;

(CONTINUED ON BACK)

**Application Deadline:** AUGUST 7, 2015

Application must be received or post marked by the application deadline date otherwise this application will be rejected.

**Examination Date:** SEPTEMBER 12, 2015

**Issue Date:** JULY 13, 2015

The City does not discriminate on the basis of handicap status in its programs, activities or employment.

Enforces employee work rules and department safety policies, issues discipline and recommends other personnel actions (hiring, promotion, discipline, termination, etc.) to the manager;  
Gathers figures and prepares unit's annual budget submission;  
Keeps current with technological advances in equipment, materials, software, etc. related to water plant operation and maintenance, and recommends appropriate changes;  
Assists in the planning of new systems and the acquisition of equipment and software.

**SCOPE OF EXAMINATION:** This exam is designed to evaluate knowledge, skills, and/or abilities in the following areas:

- 1. Operation, maintenance, and repair of pumps, motors, valves, mechanical and electrical equipment** - These questions test for knowledge of the principles and practices involved in the operation, maintenance, and upkeep of various types of mechanical and electrical equipment, including pumps, valves, electric motors, and similar types of equipment.
- 2. Inspection, operation, maintenance and repair of basic electrical equipment** - These questions test for knowledge of the principles and practices involved in the inspection, operation, maintenance, and upkeep of basic electrical equipment such as motors, switches, wiring, circuit breakers, and similar types of electrical equipment.
- 3. Reading and interpretation of plans and specifications** - These questions test for the ability to read and interpret typical plans, layouts, diagrams, and technical specifications related to mechanical or electrical equipment and systems.
- 4. Inspection, operation, maintenance and repair of equipment used in instrumentation** - These questions test for knowledge of the principles and practices involved in the operation, maintenance, and repair of equipment used in electronic instrumentation, including meters, sensors, indicators, recorders, and data acquisition equipment. Topics covered will include equipment identification, selection, measurement, maintenance, and data interpretation.
- 5. Supervision** - These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.
- 6. Work Planning and Scheduling** - These questions test for knowledge of the principles used in developing and implementing work plans and for the ability to arrange work assignments in a manner that will achieve work goals while staying within scheduling criteria. This may include setting up vacation or work schedules, taking into consideration such factors as seniority, work skills, duty hours, and shift coverage.

**Use of calculators is ALLOWED for this exam.** Candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, “Spell Checkers”, “Personal Digital Assistants”, “Address Books”, “Language Translators”, “Dictionaries”, or any similar devices are prohibited.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: <http://www.cs.ny.gov/testing/localtestguides.cfm>

**WEIGHT:** The written test will contribute 100% to the final score.

**RATING:** This examination will be rated in accordance with Section 23.2 of the Civil Service Law. The provision of the NYS Civil Service Rules and Regulations dealing with the rating of examinations will apply to this exam.

**MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:** If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two (2) weeks before the test date to make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center. To notify the City of Rochester that you will be taking more than one exam on the same day, please submit a Cross-Filer form. To access the City of Rochester’s Cross-Filer form and other employment forms, please copy the following into your browser: <http://www.cityofrochester.gov/article.aspx?id=8589935785>

**GENERAL INFORMATION:**

**Applications:** Applications may be obtained from room 103A City Hall, 30 Church St., Rochester, NY 14614-1280 or from our website [www.cityofrochester.gov](http://www.cityofrochester.gov). A separate application must be completed for each separately numbered examination. Applications must be received by the close of business or postmarked by the Application Deadline date. Late applications will be rejected. Applications must be complete and accurate.

**Application Fee:** An Examination Application Fee is charged for the City of Rochester to process a candidate’s examination application. It is not a fee for the examination itself. Exam applications will NOT be reviewed until exam fee is paid. Late fees will NOT be accepted. Payment Due Date is the same as Application Deadline Date for applications. ***There will be no exceptions to this requirement.*** There will be no refund of fees if a candidate does not qualify for an exam or if a candidate fails to appear for the examination.

**Eligible Lists:** Eligible lists contain the names of applicants who have received a passing score on the examination. Lists will be established in rank order, with the highest score being #1. In the case of tied scores, all persons at that score are considered equal. Candidates must be one of the top three candidates to be reachable for appointment. Promotional eligible lists are limited to present employees of the City and take precedence over open-competitive lists. All eligible lists are established for at least one year and may be extended for up to four years.

**Change of Address:** You are required to notify Civil Service of any address changes. Failure to do so may result in your removal from an eligible list.

**Admission to the Exam:** If you have not received notification of acceptance or rejection for this exam by the Wednesday before the exam date, please notify this office at 585-428-7454.

**Residency Requirements:** There is no residency requirement for participation in examinations. Preference in hiring may be given to City of Rochester residents on open-competitive lists pursuant to Section 23 of the Civil Service Law.

**Military Candidates:** Any candidate on active military duty in the United States Army, Navy, Marine Corps, Air Force or Coast Guard may be eligible for alternative testing dates if necessary. This applies to the State Militia and National Guard if under Federal Control. If alternate testing is by a DD214 or other official military document that substantiates the applicant’s active military service at the time of the examination. Alternative testing accommodations will not be honored if requests are made more than 60 days after release from service.

Effective 1/1/98, the State Constitution was amended to permit candidates currently in the armed forces to apply for and be conditionally granted veteran’s credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran’s credits.

**Veterans:** To apply for your Veterans’ or Disabled Veterans’ Credits you must submit an application which can be found at City Hall, 30 Church St., Rm. 103A or on-line at [www.cityofrochester.gov](http://www.cityofrochester.gov), click on Jobs and then the Employment Forms link. Your Veterans’ Credits application can be submitted with your exam application, but MUST be submitted PRIOR to the establishment of the eligible list. Veterans’ Credits CANNOT be added to your score after the eligible list has been established. Veterans’ Credits can only be added to a passing score. You may waive using your Veterans’ Credits any time prior to appointment. You may use your Veterans’ Credits for hire only once in your lifetime.

**Additional Exam Credits:** In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**Alternate Testing Arrangements:** If alternate or special arrangements for testing are required, please indicate that on your application and attach appropriate documentation. A copy of the City of Rochester’s Alternate Test Policy is available in Room 103A, City Hall, or from our website. Deadline for requests is two (2) business days after exam.

**Preferred List Applicants:** Any employee whose name appears on a preferred list, and who submits an application by the deadline, may participate in a promotion examination, if qualified at time of layoff.